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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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**Job Vacancy**

June 8, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **SECRETARY-ADMINISTRATIVE ASSISTANT  
(C-101)**

**CLOSING DATE:** **Thursday, June 24, 2004**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC – 7 – Col. Ps. \$26,348,494.00

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

**You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:**  
**<http://bogota.usembassy.gov>** under "La Embajada" > "La Oficina de Recursos Humanos".

**SUBMIT APPLICATION TO:**

U.S. Embassy  
c/o USAID Human Resources Section  
Carrera 45 No.42D-45  
Bogota, Colombia

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

### **PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Secretary in the Program Office USAID/Colombia. The primary purpose of this position is to assist the Program Officer in the management of his office by providing a variety of administrative, secretarial and clerical support to him and, as time permits, to the Program Office staff members.

### **BASIC FUNCTIONS OF POSITION**

Prepares program and other documents in final with responsibility for format, etc., from drafts provided by the Program Officer or the staff. Obtains clearances, controls, tracks and files a variety of project and program implementation documents and resolves problems encountered in connection with these. Manages the office correspondence. Receives, distributes and tracks action items. Helps draft letters of negative response and inter-office memoranda. Translates documents such as SOAGs from English to Spanish. Makes appointments and keeps the Program Officer's calendar. Sets up meetings with counterparts and coordinates with the Technical Offices, arranges for conference rooms, etc. Arranges trips and travel for the Program Officer and his dependents. Maintains files and records and serves as the office's Files Custodian.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

A. Performs a variety of secretarial and administrative support duties for the Program Office. Assists the program staff on administrative procedures, word processing, filing and documentation requirements.

1. Receives visitors and phone calls, referring callers to the Program Office staff or to another Office as appropriate. As directed or in response to incoming requests, arranges appointments and conferences with Mission and Government of Colombia (GOC) officials, Embassy and other

U.S. Government officials, officials of other donor agencies, contractors and others. Sets up meetings, arranges for conference rooms, etc. Keeps the Supervisory Program Officer's calendar and reminds him/her of commitments. Reschedules appointments in cases of conflicts. Places local and long distance calls for the Program Office staff.

2. Manages all Program Office correspondence. Receives, reviews and controls all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office. Routes correspondence to supervisor or appropriate staff member, including information copies as required. Tracks documents which have been sent to other offices and follows up when these appear to be in danger of delinquency. Ensures quality control of outgoing Program Office correspondence. Keeps track of all actions forwarded to Program Office and prepares a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to status.

3. Designated as Files Custodian for Program Office files and records. Coordinates with the C&R Supervisor on some files and records retention at the USAID Warehouse, an off-site storage facility, and for the disposal of others in accordance with ADS provisions. Maintains an adequate stock of expendable supplies. Ensures that equipment is maintained and, when necessary, repaired.

4. Using a computer with Microsoft Word and spreadsheet software, and using an electric typewriter, types a variety of correspondence, reports, tables and spreadsheets, faxes and other documents in draft and final form for Program Office staff. Ensures that all are in proper form, consistent with standard requirements. Drafts negative responses to requests or proposals received in connection with the Mission's Annual Program Statement. Proofreads own work before submitting to her supervisor for signature or approval and ensures that format, spelling, grammar, punctuation and phraseology are correct. Locates, obtains and tracks appropriate clearances and signatures.

5. Makes travel arrangements for Program Office staff. Prepares travel authorization (TA) requests and, after approval, the actual TA. Makes hotel and airline reservations through the travel agency. Arranges for transportation to and from the airport and for customs expediting assistance. Types travel vouchers after completion of travel. Provides similar logistic services to consultants and other incoming visitors reporting to the Program Office.

#### B. Documentation Filing and Control

1. Logs and tracks all documentation including Strategic Objective Agreements (SOAGs), Project Agreements (PROAGs), Limited Scope Grant Agreements (LSGAs) and amendments thereto. When these are completed and approved, makes the official distribution within the Mission and externally. Retains a Program Office copy with all signed clearance pages of Action Memos with their documents and annexes attached; i.e., SOAGs, PROAG, LSGAs and amendments thereto. Maintains custody of files containing these. Provides photocopies of these to requestors, retaining Program Office copy in file.

2. Maintains a binder with a complete indexed set of all Implementation Letters (ILs), which are kept in a locked file. Ensures that the file copy of each IL is complete, with all signatures reflected on the copy. Updates index when an SO assigns a number to a new IL and it is received in the Program Office. Tracks ILs until clearance, approval and signature process is completed and makes copy of the final complete set with signatures for the Program Office IL file. Locates and photocopies ILs for SO or other staff on request, returning the Program Office copy to the binder immediately. Periodically inventories all ILs against the index to ensure none have been "borrowed" in her absence.

C. Provides other logistic services to consultants and other incoming visitors reporting to the Program Office. Makes appointments, types general correspondence and reports, etc. Performs other miscellaneous related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

a. Education: A high school education is required.

b. Prior Work Experience: Two to three years of progressively responsible experience is required in secretarial, clerical or administrative work is required.

c. Language Proficiency: Level IV (fluent) English speaking and writing ability and equivalent in Spanish are required.

d. Knowledge, Abilities and Skills: Requires a thorough knowledge of secretarial, clerical and general administrative procedures; and of USAID procedures for the preparation and processing of correspondence, and preparing and assembling the Mission Annual Report. Must be able to format and prepare final documents, track the clearance process, monitor and follow through on actions, and interact with USAID and working level

GOC officials to clarify issues and resolve problems. Skills in the operation of word processors or micro-computers are necessary. Requires ability to learn and use the Automated Directives System (ADS), to read and understand the USAID ADS, USAID handbooks, USAID/Colombia Mission Orders and related documents.

**DESIRED QUALIFICATIONS:**

Education: Completion of some college or university work is highly desirable.

**ADDITIONAL INFORMATION:**

Post Entry Training: Receives periodic management specific training courses (such as the use of the Outlook E-Mail). On-the-job training may be provided in elements of program budget. Informal or formal training in software applications such as Access, PowerPoint, etc., may also be required.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:  
06/24/04**

DISTRIBUTION: "BB"